Naval Health Research Center Data Sharing Request

DATE (mm/dd/yyyy): 07/29/2026

FROM (Principal Investigator (PI)/Individual): LT Juan Morales

TO: NHRC Privacy Officer or Designee

PURPOSE: Request data review before data sharing as agreed upon

1. Principal Investigator or Individual Requesting/Receiving the data:

LT Juan Morales (NHRC-OID)/Amy Gonzalez (Hidalgo County Health Department)

2. Principal Investigator or Individual providing the data:

LT Juan Morales (NHRC-OID)/Amy Gonzalez (Hidalgo County Health Department)

3. Describe the data (include all fields and files):

De-identified data from FRI and AGE biosurveillance case report forms (CRF). Data elements include: Collection Date, Demographics, Health History, Symptoms, Residence, Travel, Occupation, Inpatient questions, and Illness and Impact. Collected sample may include the following data: Site name, date of collection, time of collection, pathogen identification, zip code of collection site. In reference to NHRC.2024.0229.NHSR, Principal Investigator or Individual providing the data, may provide the following:
Respiratory or enteric samples. Samples will be labeled with the site name, Sample ID, Specimen ID, and Secondary Identifier.
De-identified data from febrile respiratory illness (FRI) and acute gastroenteritis (AGE) biosurveillance case report forms (CRF). Data elements include: Sample ID, Secondary ID, Collection Date, Demographics, Health History, Symptoms, Residence, Travel, Occupation, Inpatient questions, and Illness and Impact. Collected sample may include the following data: Sample ID, Specimen ID, Secondary ID, site name, date of collection, time of collection, pathogen identification, zip code of collection site.
Lab Request and Laboratory Specimen Logs may include the following data: Study Name, Site information (including name and address), Point of Contact name, Testing type, quantity of specimens, Requesting Clinician or Designee's name, time Zone of site, Specimen Type, Media Type, Date of sample collection, Sample ID, Specimen ID, Secondary ID, Time of Collection (Military), and Specimen collector's initials.

Principal Investigator or Individual Requesting/Receiving the data, will provide the following:
Molecular results from tested samples. Data elements include: Specimen ID, Secondary ID, NHRC ID, Collection date, Sample source, and pathogen identification.

4. If requesting PII and/or PHI, provide a justification why PII and/or PHI must be used.

N/A

4a. Will Social Security numbers (SSN) be used for this project?

If NO, please skip to #5.

☐ YES
☒ NO

4b. Will the SSNs be destroyed after all data analyses have been completed?

If YES, please skip to #5.

If no, please complete and route (or provide) an approved SSN Use Form and Memo with this request.

☐ NO

☐ YES

5. Identify the source of the data and the PI/individual who oversees it:

Data will be sourced from the patient in an interview style. Data will collected as a physical copy or electronically via Qualtrics on a computer, tablet, or smartphone. If the data is collected on physical CRF paperwork, the paperwork will be shipped to NHRC. The paperwork may also be scanned and emailed to the NHRC biosurveillance team. If collected electronically via Qualtrics and with a secure internet connection, the data will automatically be stored in the online Qualtrics instance. This online data may be downloaded by the NHRC biosurveillance team, or directly linked to the database for data transfer.

FRI samples may include nasal and nasopharyngeal swabs, or aliquots from leftover respiratory samples. AGE samples may include enteric isolates and actively collected or leftover stool samples (obtained via stool or rectal swab). The samples will be sourced from the site by site personnel. Consented samples will come from patients that meet the case definition; Non-consented, leftover samples will be collected at the site's laboratory.

Additional data collected may include data on the Laboratory Specimen Log or Shipping Manifest. These documents are used by NHRC lab team for expected sample quantity and status.

The PI overseeing this project is LT Juan Morales.

6. Purpose of the request and how data will be used:

NHRC will use this data for various reasons including but not limited to providing outbreak response support and outbreak early warning system, global and local epidemiological context via dashboards, pathogen characterization, testing for antimicrobial resistance, analysis, reporting , and publications.

7. **Transfer of data:** Data will be sent to the PI/individual responsible for the study. This individual will be responsible for managing the data received, protecting against unapproved disclosures, and assuring that all personnel have the appropriate supervision and have completed the necessary training for the protection of human subjects' research. Furthermore, the PI will ensure data transmission and data storage are conducted in accordance with Office of Management and Budget (OMB) guidance, DoD and other Federal government policy, including National Institute of Standards and Technology (NIST) standards.

Data transferred will only occur through secure means, such as the use of DoD SAFE site (https://safe.apps.mil) , file transfer protocol (SFTP), encrypted email, or encrypted and password protected physical storage media. Alternative methods may be used provided they meet the Federal Information Security Management Act (FISMA) and other U.S. Government requirements.

8. **Data sharing:** Any release of PII/PHI to any third party is prohibited unless legally required. The Parties agree that if PII/PHI is collected and used in any manner, the collection and use shall be only for the limited purposes set forth in this agreement.

NHRC Data Sharing Request authorization is mandatory for all data transfers, including those delineated in sanctioned documents such as support agreements, technology transfers, or IRB protocols. In the case of project data acquired at a sponsor/stakeholder site or pertaining to their members, explicit permission from the sponsor/stakeholder is essential for the transfer of such data to another party.

9. **Publications** (manuscripts, conference materials, reports, etc...): Prior to submission to journals and public venues, any publication or public release of data require review and approval by the study PI who is providing the data. After review and approval by the responsible party, data will be routed through NHRC PAO and scientific review process and/or the requesting individual's institutional review process (PAO, authored works etc...).

10. Data Disposition Date (mm/dd/yyyy): Indefinitely

11. Notes/comments:

Signature of Individual(s) Requesting/Receiving Data

Signature
Director or PI requesting/receiving data

Signature
Individual or PI requesting/receiving data

Signature
Individual or PI requesting/receiving data

Signature of Individual(s) Providing/Sending Data

Signature
Director or PI providing/sending data

Signature
Individual or PI providing/sending data

Signature:
Individual or PI providing/sending data

Signature:
Privacy Officer (signing here locks the form)